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## BUILDING SERVICE BRANCH--MONTHLY OPERATIONS REPORT

FOR THE PERIOD 26 March 63 25 April 63

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DATE PREPARED 26 April 63

	DOCUMENTS	LINE ITEMS
REQUISITIONS PREPARED (FORM 88)	178	497
REQUESTS FOR SUPPLIES (FORM 1490) (MAIL & TUBE) PROCESSED	190	1,251
BACK ORDERED		11
REQUESTS FOR SUPPLIES (FORM 1490) (COUNTER) PROCESSED	4,367	16,651
BACK ORDERED		157
GSA REQUISITIONS PREPARED (FORM 1458)	9	113
MOVE REQUESTS (FORM 17)		
CARRIED FORWARD	278	
RECEIVED	1,193	
PROCESSED	1,354	
PENDING	117	
TYPEWRITER REPAIR REQUESTS	149	
FURNITURE REPAIR REQUESTS	30	
ELECTRIC OFFICE MACHINE REPAIRS	653	
RECEIVING DOCUMENTS PROCESSED		
FORM 88	206	839
FORM 1458	276	581
FORM 17	78	131
OPERATIONAL SUPPLY ROOM		
PTI (FORM 1707)	20	42
LOAN REQUISITIONS (FORM 88)	50	63

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## PERSONNEL

25X9A2

TOTAL NUMBER OF PERSONNEL  
SICK LEAVE USED  
ANNUAL LEAVE USED  
EMERGENCY LEAVE USED

25X1A1a

25X1A

FUNDS BEGINNING  
TOTAL NUMBER OF MEN  
TOTAL HOURS WORKED 1,196 1/2 \$1.40  
FUNDS REMAINING

EGIB